

13.5.05 - Personal Visitors and Children at BCM Sites

College Business Operations: Security

Date: 04/01/1998

Last Update: 08/10/2009

PURPOSE

To ensure the ability to maintain a professional and business-like work environment, to reduce the potential for disruption of work, and to protect the safety of all persons working at or visiting BCM. Due to the nature of work conducted at Baylor College of Medicine, the facilities may not be used for childcare.

POLICY

The routine or extended presence of personal visitors (including off-duty employees) is not permitted at BCM.

The admission of infants and children visitors under the age of 17 years of age will **not** be permitted at all BCM sites including the Cullen Campus, the Baylor Clinic, the Baylor Faculty Center, the Medical Building, Baylor Family Medicine on Kirby, outpatient clinics in Smith Tower and the Neurosensory Center, the McGovern Campus, and Greenway Plaza.

Students who need to bring visitors 17 years of age or over to the College must obtain prior approval of their class instructor and coordinate with Security before bringing the visitor to class.

Employees observed entering through side doors with children will be at risk of having their access card deactivated.

EXCEPTIONS

Children under the age of 17 that are participating in research studies are exempt from this policy.

Children under the age of 17 participating in tours or BCM sponsored programs and events are exempt from this policy.

Other exceptions to this policy will be determined by location and approved by a Security Manager or the Office of Public Affairs.

At no time should children be allowed to enter potentially hazardous settings such as laboratories and equipment rooms.

Visitors and children taking part in programs, tours and/or special events on BCM sites are expected to abide by the policies and guidelines of the College.

RESEARCH STUDIES

Any department engaged in research studies involving infants and children, under the age of 17, will notify the Director of Security in advance of the study. The notification will include a short description of the type of study, its duration, location, and any special instructions deemed appropriate to assist in the entry of the individuals. The initial admission will be approved based upon the information provided in

the advance notification. The Department will subsequently provide Security with a schedule of individuals required for repeat visits prior to their follow up appointments.